

Case Management
CM / ECF
Electronic Case Files



**United States Bankruptcy Court
Northern District of Texas**

April , 2002

Case Management/Electronic Case Files (CM/ECF) is the Federal Judiciary's new electronic case management system that allows trained and certified users to file new bankruptcy cases, adversary proceedings or other documents from their computer over an internet connection.

What Does CM/ECF Offer?

- 24-hour access to electronic files
- Immediate confirmation to filers of documents
- Reduced courier and mailing costs
- View & print docket sheets, claims registers & other reports
- Optional E-mail notification of filings in cases of interest
- Ability to print documents from your local printer

What Do I Need to Use CM/ECF?

- A personal computer (Pentium processor recommended) with at least 128 MB of RAM
- Video card
- Scanner & scanner software for documents not submitted in electronic format
- Internet Service Provider (ISP); preferably broadband
- Netscape browser software version 4.6 or 4.7
- PDF (Portable Document Format)-compatible word processor
- Adobe Acrobat reader 5.0 or greater (can be downloaded at www.adobe.com)

How Does it Work?

Filing a document with the court's CM/ECF system is quite easy:

- Create the document using word processing software.
- Save the document in PDF format.
- Log onto the court's CM/ECF system, using a court-issued login and password.
- Follow the set of simple prompts to provide information about the case, party and document to be filed.
- Attach the PDF document and submit it to the court for filing (by pressing a submit button).
- Using your login and password to file a document is considered to be your signature.
- Save or print the electronic receipt emailed from the court confirming that the document was filed.

How Do I Sign Up to Use CM/ECF?

To become a registered CM/ECF user, you must attend our CM/ECF End User Certification Program. Upon completion of the training, participants will be asked to complete a registration form and credit card authorization form to receive their court-issued login and password. This login and password certifies the participant to use the court's Electronic Case Filing System.

Note: If you are registered to use CM/ECF in another district, you must still be certified and receive a login and password for each district.

What Kind of Training/Certification will be Provided?

The court will train external users on the CM/ECF application through the CM/ECF End User Certification Program. In addition to having the necessary hardware and software, participants in the training need basic computer skills, word processing skills, the ability to use an internet browser, and knowledge of Adobe Acrobat. The court will provide CM/ECF training only.

This program teaches participants to access the CM/ECF application using Netscape Navigator, open bankruptcy cases, adversary proceedings, file claims and other pleadings electronically, and research the electronic docket to obtain case management and public inquiry information. Attorneys who complete the certification program will be eligible for continuing education credit.

CM/ECF training classes for the pilot Attorney/Trustee Advisory Group are scheduled to begin in July. Training for all other users is scheduled to begin in October. A schedule of class dates and times will be made available well in advance of the training. Individuals interested in attending should contact the court to schedule a training session once class dates are made available.

Are There Fees?

While there are no added fees for filing documents over the Internet using CM/ECF; existing document filing fees do apply. Electronic access to court data is available through the Public Access to Court Electronic Records (PACER) program at: www.pacer.psc.uscourts.gov. Attorneys and litigants receive one free copy of documents filed electronically in their cases; additional copies are available for viewing or downloading at seven cents per page.

When is CM/ECF Coming to This Court?

October 2002: Go live with CM/ECF internally; a small group of attorneys and trustees (Attorney/Trustee Advisory Group) will pilot the new system.

January 2003: Electronic filing will be available to all users.

Contact Information

For additional information, see our website at www.txnb.uscourts.gov or contact Project Manager Larry Cullum at Larry_Cullum@txnb.uscourts.gov for additional information.